

Balbir Seira

317 Nelson Road, Twickenham TW2 7AD
Telephone: 07803 100 431 (Mobile); Email: bseira@gmail.com

I am a highly diligent and commercially aware professional, with strong record of success and a proven capacity for maximising sales and profitability. I have the ability to motivate others and build a positive and productive team capable of delivering the highest level of customer service. I am completely happy working on my own initiative or working together as team. I am flexible and adaptable and can cope with complex and demanding workloads with ease, responding quickly to changing demands without compromising quality. I have the ability and experience of working to strict deadlines and coping with pressure.

EMPLOYMENT HISTORY.

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| Aug 1993-Present | <u>Radiating Style Ltd, Director (Part-time)</u> |
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- Responsible for the start-up and ongoing management of a successful import/export business encompassing all aspects of purchasing across the UK and Europe, stock management, customer service, finance and employee performance.
- Establishing and maintaining strong supplier and customer relationships to ensure repeated business.
- Managing all aspects of business finance including accounts payable, VAT, invoicing, stock, revenue, profit and banking.
- Conducting recruitment campaigns to attract high quality staff and utilising effective management techniques to retain employees.
- Successfully promoting the business at exhibitions, through trade journals and other professional magazines.

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| Aug 1990-Aug 1993 | <u>Lombard NatWest Factors Ltd, Account Manager</u> |
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- Effectively delivered a high quality sales ledger service to all clients factoring their invoices. Strong working relationships were developed with clients and customer through utilising exceptional communication skills. Consequently, this allowed for issues to be resolved quickly and efficiently.
- Obtained a Distinction in Dunn and Bradstreet's long distance Credit Control Course in 6 months.

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| Oct 1989-Apr 1990 | <u>Dukes Chartered Accountants, Part-time Accounts Assistant</u> |
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- Maintained responsibility for the management of sole trader and small company accounts, and produced year-end financial statements.

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| Aug 1988-Jul 1989 | <u>British Broadcasting Corporation, Accounts Assistant</u> |
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- Successfully completed a one-year placement as part of a Business Studies university degree, and gained significant experience in areas such as bookkeeping, purchase ledger, sales ledger, management accounts and overseas accounts.
- Oversaw the distribution of management cost accounts across BBC centres within the UK, Europe and the USA.

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| Jul 1983-Apr 1989 | <u>Littlewoods Organisation Plc, Deputy Office Manager</u> |
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- Maintained responsibility for all office duties, encompassing collection of cash from the store tills to ensure accurate reconciliation with receipts prior to download from the remote store terminal to the mainframe computer.

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| Sep 1988-Apr 1989 | <u>Mitchell, Curran & Co., Part-time Accounts Assistant</u> |
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- Managed sole trader accounts up to trial balance. Ad-hoc accounts work.

EDUCATION HISTORY:

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| BA (Hons 2:1) Sep 1986-Jun 1990 | Business Studies Southbank Polytechnic |
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| 3 A' Levels Sep 1984-Jun 1986 | Mathematics, Physics and Computer Science Richmond-upon-Thames College |
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| Merit Sep 1983-Jun 1984 | Engineering Richmond-upon-Thames College |
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| 8 O' Levels Sep 1978-Jun 1983 | Including English and Mathematics Teddington School |
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OTHER SKILLS/ACTIVITIES:

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| I.T. Skills: | Microsoft Office Suite including Excel (V Lookup and Pivot tables), Access, and PowerPoint, Intuit QuickBooks, Sage line 50 and some self-taught website creation including; http://www.Radiatingstyle.com/ . Access database administration. |
| Languages: | Panjabi - Fluent |
| Interests Include: | Various sports including football, swimming and snooker. Other interests include; reading, gym, personal finance and stock market investment. |
| Personal Details: | Driver; full clean licence; counter-balance forklift operator licence. |